## AO 440 (Rev. 06/12) Summons in a Civil Action UNITED STATES DISTRICT COURT for the \_\_\_\_\_ District of \_\_\_\_\_ *Plaintiff(s)* v. Civil Action No. Defendant(s) SUMMONS IN A CIVIL ACTION To: (Defendant's name and address) A lawsuit has been filed against you. Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are: If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court. CLERK OF COURT

Signature of Clerk or Deputy Clerk

Date:

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Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

I personally served the summons on the individual at (place)   on (date)   ; or     I left the summons at the individual's residence or usual place of abode with (name)   , a person of suitable age and discretion who resides there on (date)   , and mailed a copy to the individual's last known address; or     I served the summons on (name of individual)   designated by law to accept service of process on behalf of (name of organization)   on (date)   ; or     I returned the summons unexecuted because   other (specify):  My fees are \$ for travel and \$ for services, for a total of \$   I declare under penalty of perjury that this information is true.	ceived by me on (date)	•			
I left the summons at the individual's residence or usual place of abode with (name)	☐ I personally serve	d the summons on the individual a	it (place)		
			on (date)	; or	
on (date), and mailed a copy to the individual's last known address; or, I served the summons on (name of individual), designated by law to accept service of process on behalf of (name of organization), on (date); or  I returned the summons unexecuted because, description:  My fees are \$ for travel and \$	☐ I left the summons	s at the individual's residence or u	sual place of abode with (name)		
I served the summons on (name of individual)  designated by law to accept service of process on behalf of (name of organization)  on (date)  ; or  I returned the summons unexecuted because  Other (specify):  My fees are \$ for travel and \$ for services, for a total of \$  I declare under penalty of perjury that this information is true.		, a persor	n of suitable age and discretion who res	sides there	e,
designated by law to accept service of process on behalf of (name of organization)  on (date)  ; or  I returned the summons unexecuted because  Other (specify):  My fees are \$ for travel and \$ for services, for a total of \$  I declare under penalty of perjury that this information is true.	on (date)	, and mailed a copy to t	he individual's last known address; or		
designated by law to accept service of process on behalf of (name of organization)  on (date)  ; or  on (date)  ; or  Other (specify):  My fees are \$ for travel and \$ for services, for a total of \$  I declare under penalty of perjury that this information is true.	☐ I served the summ	nons on (name of individual)			, who i
☐ I returned the summons unexecuted because ☐ Other (specify):  My fees are \$ for travel and \$ for services, for a total of \$  I declare under penalty of perjury that this information is true.	designated by law to				
Other (specify):  My fees are \$ for travel and \$ for services, for a total of \$  I declare under penalty of perjury that this information is true.  Server's signature			on (date)	; or	
My fees are \$ for travel and \$ for services, for a total of \$ I declare under penalty of perjury that this information is true.  Server's signature	☐ I returned the sum	umons unexecuted because			; 01
I declare under penalty of perjury that this information is true.  Server's signature	☐ Other (specify):				
Server's signature	My fees are \$	for travel and \$	for services, for a total of \$		
	I declare under penal	ty of perjury that this information	is true.		
Printed name and title			Server's signature		
			Printed name and title		
Server's address					

Additional information regarding attempted service, etc: